

VOLUME II

CHAPTER 7

POSTAL OFFENSES AND LOSSES

700. PURPOSE

This chapter establishes procedures for handling and reporting postal losses and offenses occurring at the UMR and PSC that are not part of the operation of an MPO. Requirements are provided for designating investigating officers. Procedural information for preparing and processing report of investigations for such cases also is included. Information concerning postal offenses and losses occurring at the MPO level is contained in Volume I, Chapter 13.

701. GENERAL

1. The Department of Defense is responsible for ensuring USPS is reimbursed for the loss of funds, postage stock, and accountable mail because of embezzlement, negligence, or theft while in the custody of the MPS. Investigations by the Military Services may be required to determine individual liability. In this chapter, the term "investigating officer" is defined as a commissioned officer, warrant officer, or senior enlisted person (E-7 through E-9) appointed to investigate postal offenses or losses.

2. The proper use of postal effects and supplies and the protection and timely transmission of mail are essential elements of an effective and efficient postal system. The administration of the MPS shall focus on maintaining these elements under the USPS-DoD Postal Agreement (reference (a)) and with DoD service standards.

3. Postal offenses are occurrences that violate laws, agreements, or USPS and DoD regulations and that jeopardize the security of mail and other USPS and DoD property. These offenses include the following:

- a. Flailing of illegal drugs, pornographic material, or other prohibited matter. UMRs and PSCS shall contact their serving post office for guidance.
- b. Theft, rifling, delay, destruction, or interception of mail while under jurisdiction or custody of the MPS, at all levels.
- c. Alteration, destruction, or other unauthorized disposition of postal records.
- d. Use of the mails to defraud.
- e. Robbery, burglary, or forceful entry of military postal activities. -
- f. Unauthorized use of MPS privileges.

702. POSTAL OFFENSE REPORTING

1. Command responsibilities and required actions involving postal offenses described in paragraph 701.3 are outlined in figures 7-1 and 7-2.
2. The initial report to the MPSA shall be made by electronic message within 24 hours of discovery. Address, format, and content shall conform with instructions in figure 7-3. Submit monthly followup reports until the case is closed.
3. The MPSA shall assign a case number for reference purposes and take action.
4. All subsequent correspondence on reported offenses shall reference the case number assigned by the MPSA and any other case numbers established by the Military Services' investigative Agencies.
5. Reports required under this chapter are additional to investigations being done by other Agencies, such as by Criminal Investigation Division (CID), Naval Investigation Service (NIS), and Office of Special Investigations (OSI).

703. CATASTROPHES

- 1.. If a postal facility (UMR and/or PSC) is damaged as a result of fire, hurricane/typhoon, earthquake, flood, explosion, or enemy action, the incident shall be reported through command channels to MPSA in 96 hours. The contents of the report shall be in accordance per paragraph 704 and the notification of the incident shall follow reporting procedures outlined in figure 7-1.
2. Immediately following the catastrophe, the MPO, UMR, or PSC supervisor shall inventory accountable mail and other mail. The inventory shall be done jointly with the MPO supervisor or postal officer and shall be verified by both parties when completed. If a loss is discovered, an investigating officer shall be appointed to determine liability.
3. As soon as practical, the responsible commander of the MPO and/or UMR and/or PSC shall reestablish postal service in the area.

704. CATASTROPHE REPORTING

1. The initial report shall contain the following information:
 - a. Date and nature of occurrence.
 - b. Brief description of cause.
 - c. Approximate loss, damage, or destruction of accountable and other mail.
 - d. Any action taken to obtain emergency operating supplies.
 - e. Whether the UMR and/or PSC is operational and, if not, approximate date operations shall resume.

f. Any additional information of significance.

2. A final report shall be forwarded indicating the complete audit and inventory results.

705. DELIVERY OF MAIL PREVIOUSLY REPORTED LOST, STOLEN, RIFLED, DELAYED, DESTROYED, OR INTERCEPTED

1. Investigation of mail depredation and mistreatment cases may result in the recovery of mail that has good addresses and is in deliverable condition.

a. In the overseas areas promptly notify the sender and addressee of the recovery and that the mail must be retained as evidence. Judge Advocates General shall consent to delivery of the mail with the provisions that envelopes and wrappers be recovered for retention as evidence. Consult with the Judge Advocate General before having the mail delivered. If a large volume of mail is involved, it may be necessary to retain only a representative number of pieces and have the remainder delivered.

b. In the United States, determinations of the qualities and classes of much mail necessary to be retained as evidence in legal actions shall be coordinated with the U.S. Postal Inspector in charge of the area where the servicing postmaster is located. Releasable mail shall be delivered to the addressee with a cover letter explaining the delay or depredation.

c. Recovered articles of personal insured or registered mail for which a claim may have been initiated shall be disposed of under instructions from the accountable postmaster.

706. DESIGNATION OF INVESTIGATING OFFICERS

1. Postal offenses and losses involving unit mail clerks or mail orderlies may require investigation to determine monetary liability. Investigations shall be conducted in accordance with established service procedures.

707. TRANSMISSION OF DOCUMENTS

1. Unless service regulations provide for a longer time period in which to complete the proceedings, within 90 days from the date of initial notification of a possible offense, completed proceedings, **fully** documented, shall be submitted by responsible commanders through command channels to MPSA. Reports shall be processed expeditiously in command channels to ensure arrival at the MPSA in 90 days.

2. When extenuating circumstances prevent the completion and forwarding of reports in the allowable time frame, a **30-day** extension may be granted by the appointing authority with prompt notification to the MPSA.

3. Reports shall be forwarded to the MPSA with all supporting documentation, such as disciplinary actions, termination of postal designations, collection action against those found monetarily liable, and corrective action to prevent recurrence.

4. Copies of approved officer investigation reports may not be held pending availability of other documents, but shall be transmitted immediately on completion. Supporting documentation shall be forwarded as it becomes available.